



# Sabbatical Leaves of Absence

Policy#: AA005

Responsible Administrator: Vice President for Academic Affairs

Responsible Office: Office of Faculty Services

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## Policy Statement

Sabbatical leaves for professional development may be made available to faculty members who meet the requirements set forth in this policy. Such leave shall not be regarded as a reward for service nor as a vacation or rest period occurring automatically at stated intervals. This policy is in alignment with the original stipulations as approved by the FIT Board of Trustees on June 25, 1990, and includes updates that reflect the 2022 successor agreement to the Collective Bargaining Agreement.

## Reason for the Policy

The objective of sabbatical leaves of absence is to augment a faculty member's value to the college and thereby improve and enrich its programs.

## Who is Responsible for this Policy

- Vice President for Academic Affairs, or their designee

## Who is Affected by this Policy

- Faculty members who meet the criteria for eligibility outlined in this policy

## Definitions

N/A

## Principles

- **Eligibility<sup>1</sup>**
  - All full-time faculty shall have the right to apply for sabbatical leaves of absence during their sixth (6<sup>th</sup>) year of continuous, full-time service to the college. The earliest a sabbatical leave of absence may be taken is during the seventh (7<sup>th</sup>) year. A faculty member shall be given a semester's advance notice, if possible, regarding action taken on a sabbatical-leave application.
  - All full-time faculty who have previously been granted and taken sabbatical leaves of absence must complete a minimum of six (6) years of continuous, full-time service to the college from the date of their return to full-time, continuous service to be eligible to

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<sup>1</sup> Per Section 40.2 of the Collective Bargaining Agreement.

take a subsequent sabbatical leave. The earliest a full-time faculty member may apply for a subsequent sabbatical leave of absence is in their sixth (6<sup>th</sup>) year of continuous full-time service to the college.

- **A sabbatical leave of absence may be granted for:**

- **Study and Research**

- The applicant is required to complete satisfactorily the equivalent of a full-time program of study in an accredited college or university; or
- Prepare or complete a thesis or project for advanced study beyond the baccalaureate at an institution in which the applicant has matriculated. It is desirable that the study be related to the applicant's areas of specialization; or
- Prepare, continue, and/or complete a research project or major creative work. It is desirable that the project/work be related to the applicant's areas of specialization. This could include a structured program of travel with specific and directed activities related to the completion of an approved sabbatical project.

- **Special Purposes**

- For such special purposes as shall be deemed in the public interest or the best interest of the college and an individual, such as the performance of a public service, either voluntarily or at the request of a public official or legislative body, a proposal shall be submitted with the application.

- **Terms and Conditions**

- Salary payments during sabbatical leave shall be as follows:
  - One-half (1/2) pay if the leave is for a full year
  - Full pay if the leave is for one-half (1/2) year
- The Board of Trustees agrees to request the appropriate retirement system to credit as service for retirement purposes the period of the sabbatical leave. The period of sabbatical leave shall be credited for increment purposes.
- All health and welfare benefits shall remain in effect during the period of the sabbatical.
- The applicant will continue to serve for at least one year after expiration of the term of leave unless this service requirement is expressly waived by the President.
- Upon return, applicant will submit a report of accomplishments demonstrating fulfillment of the terms for which the sabbatical was granted, including transcript or evidence of work where applicable. This report will be submitted to the division/school dean or senior administrator for subsequent processing to the Vice President for Academic Affairs who will forward it to the President. Official transcripts shall be filed with the Human Resources office of the college in instances where the sabbatical was granted in pursuit of a degree.
- The applicant further agrees to repay that portion of annual salary received during leave if the minimum period of service upon return is not fulfilled and/or if an activity report is not filed in a timely fashion.
- The applicant shall notify the Vice President of Academic Affairs, or their designee, if due to unforeseen circumstances, the conditions of the sabbatical leave cannot be carried out or need to be altered.

- The applicant further agrees to repay that portion of the annual salary received during leave if he or she fails to complete or fulfill the conditions set forth in the approved proposal.
- **Limitations on Sabbatical Leaves**
  - **Number of Awards**  
The college awards a limited number of sabbaticals per year.
    - Six (6) full-year sabbaticals at one-half salary
    - Eight (8) half-year sabbaticals at full salary
  - **Eligibility for Subsequent Sabbaticals**  
An applicant who previously had a sabbatical leave must complete at least six (6) years of consecutive full-time service to the college from the date of return from that last sabbatical in order to be eligible for another sabbatical leave.
  - **Restrictions on Sabbatical Leaves for Faculty in Certain Categories**
    - An applicant for sabbatical leave shall have rendered at least one year of service subsequent to date-of-return from a leave of absence without pay when such leave of absence was for a period of one year or longer.
    - An applicant for sabbatical leave shall have rendered at least six years of service subsequent to the date of return-to-service:
      - From retirement, where the applicant has been on retirement for one year or more; or
      - Upon reinstatement, where the applicant has been out of service to the college (other than covered in *Eligibility*, above) for a year or longer.
  - **Additional Remuneration**
    - A person to whom a sabbatical leave has been granted may, with prior approval of the President, accept fellowships, grants-in-aid, or earned income to assist in accomplishing the purpose of that leave. In such cases, the President may authorize the adjustment of the sabbatical leave salary to reflect such income, either prior to or during the period of such leave, provided, however, that in no case shall total sabbatical leave earnings be less than the authorized FIT salary for the leave.
    - A person to whom a sabbatical leave has been granted shall not engage in gainful occupation or in a study for another trade except that leave for such purposes may be granted to a faculty member upon special application and under such terms and conditions as the President may approve.

## Responsibilities

- **Office of Faculty Services**
  - Regularly administers the announcements pertaining to Sabbatical Leave application and process;
  - Collects applications from the appropriate divisional dean or senior administrator;
  - Conducts quality checks on the applications to ensure criteria are met; and
  - Submits applications to the Faculty Senate Sabbaticals and Release Time for Research Committee.

- **Faculty Senate Sabbaticals and Release Time for Research Committee**
  - Reviews and evaluates applications to determine whether to recommend approval for sabbatical leave; and
  - Makes the recommendation to the Vice President of Academic Affairs.
  
- **Office of Academic Affairs**
  - Reviews recommendations of the Faculty Senate Sabbaticals and Release Time for Research Committee; and
  - Submits their recommendation to the President for final approval.

## Procedures

- **Application Timing**
  - Application for sabbatical leave is due at least one year in advance of leave.
  - The Office of Faculty Services announces each application cycle, and its corresponding deadlines, to all faculty annually for future sabbatical applications.
  - Eligible faculty may also contact the Office of Faculty Services for specific deadlines, or log in to MyFIT and go to Academic Affairs, Faculty Services to view deadlines on the portal.
  
- **Application Process**
  - Once approved by the appropriate divisional dean or senior administrator, the application is submitted to the Office of Faculty Services for review.
  - The Office of Faculty Services then submits the application to the Faculty Senate Sabbaticals and Release Time for Research Committee for evaluation.
  - The Committee then reviews and submits its recommendation to the Vice President for Academic Affairs.
  - Finally, the Vice President for Academic Affairs submits their recommendation to the President for final decision which, if approved, will then be sent to the Board of Trustees for confirmation.

## Violations

N/A

## Related Policies

- [Employee Code of Ethical Conduct](#)

## Related Documents

- [Collective Bargaining Agreement](#)

## Contacts

- Vice President for Academic Affairs  
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